

## REQUIREMENTS FOR A SUCCESSFUL SELF-INSPECTION PROGRAM

REFERENCE: HQ USAF/SGM Memorandum, 26 Oct 01, Self Inspection Program

- The MTF Commander has designated the appropriate office to develop and administer a self inspection program
- The unit has developed an operating instruction describing the entire self inspection process, including a system for tracking and follow-up of open items
- Functional supervisors have reviewed and updated local checklist and included input developed from the Health Services Inspection Guide, TIG Brief articles, Health Services Inspection Trend Analysis, JCAHO manuals, staff assistance visits and other locally developed items
- A process is in place to ensure each new section chief conducts a formal inspection of his/her duty section within 2 months of arrival
- The unit program includes a methodology to consolidate and monitor all discrepancies and ensures the POC follows-up open discrepancies and periodically brief the status to the executive committee

### INSPECTOR OBSERVATIONS:

- Units with a strong self-inspection program score higher during Health Services Inspections and Joint Commission Surveys
- The best units have sustained active programs with strong senior leadership oversight. They use self inspection to identify improvement opportunities, assign OPRs, establish priorities and suspense dates, monitor compliance and review corrective action
- Successful programs are user-friendly, involve every layer of the organization and outline a methodology to identify, monitor and ensure senior leadership oversight of opportunities for improvement